

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT – #OC105111

HUMAN RESOURCE SERVICES CENTER
CORE-CT UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Human Resources Assistant State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

Location: 460 Silver Street, Middletown, CT 06457

Job Posting No: OC105111

Schedule: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week

Salary Range: \$54,171.00 - \$70,310.00

Closing Date: September 25, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: receives processing forms from HR offices; performs pre-audit of all personnel transactions prior to entering into Core-CT system; prepares and maintains human resource records utilizing the Core-CT system; calculates salary in accordance with collective bargaining and statutory regulations and procedures; monitors working test periods; utilizes Core-CT to create EPM reports; analyzes data and conducts audits of salary calculations, working test period completions, extensions, position transfers, processing reclassifications, resignations, retirements, etc.; conducts service audits calculating seniority in accordance with collective bargaining rules and statutory regulations; conducts new employee orientation; processes self-service work location changes for any changes in supervisory/employee approval as a result of transfers or new hires; processes and monitors FMLA, leaves of absence and Worker's Compensation transactions in the Core-CT system; processes Core-CT transactions as a result of labor relations decisions, i.e. administrative leaves, suspensions and dismissals; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697

Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.